

**780-X-5-.04      Requirements For The Approval Of Instructors And Assistant Instructors.**

(1)            All instructors and assistant instructors must be approved, in writing prior to teaching, by the Board.

(2)            Approval of the instructor or assistant instructor is for a two-year period. The approval cycle ends September 30, 1994 and every two years thereafter. Approval for one cycle does not automatically mean approval for any other cycle.

(3)            The Board may approve an instructor or appraisal course taught for credit at a SACS accredited four-year college or university.

(4)            Applications for instructors and assistant instructors must be made on forms provided by the Board. No applications made otherwise will be accepted. Applicants may duplicate the forms or enclose additional information for clarification of experience or qualifications.

(5)            Instructors must have education experience, preferably a BS degree and record of having taught the course twice or courses substantially similar in content to the course for which he or she is seeking approval. If the instructor has not taught the course before, he or she must have assisted in teaching the course four times. The exception is a new course that has little or no<sup>t</sup> history of instruction. All instructors for USPAP courses must be certified by the AQB as having successfully completed the USPAP Instructor course administered by the AQB.

(6)            Assistant instructors must be present during the complete course presentation and must provide assistance to the primary instructor in order to receive credit toward becoming an instructor.

(7)            Instructors must provide students with a signed uniform request for licensure and continuing education credit. The form will be retained by the student to be filed with the student's renewal form or original application.

(8)            Instructor or assistant instructor should not have been found guilty of violating any provision of the Alabama Real Estate Appraisers Act, or any rule, regulation or order of the licensing authority in any state. Violations may result in the denial of the Instructor or Assistant Instructor Application.

(9) All instructors and assistant instructors may be periodically reviewed and evaluated by the Alabama Real Estate Appraisers Board.

(10) All instructor and assistant instructor applications will be reviewed by the Executive Director. If recommended for approval by the Executive Director the applications will be submitted to the Board for approval at the next regularly scheduled Board meeting. Approval by the Board is required.

(11) (a) If the instructor or assistant instructor application is deemed unacceptable by the Executive Director, the Executive Director must provide the Board with the reason or reasons why the instructor or assistant instructor was found unacceptable. If the Board agrees with the finding of the Executive Director, then the applicant will be provided with the reason or reasons for denial.

(b) The applicant will have 30 days from date of denial to submit a request for a hearing before the Board for reconsideration.

(c) The Board shall provide a hearing for a applicant within 60 days of the request for a hearing.

(d) The Board shall notify the applicant of the results of the hearing within 10 days of the conclusion of the hearing.

(12) The ~~approval~~ approved instructor must notify the Alabama Real Estate Appraisers Board in writing within seven days prior to the class, each time a guest instructor will teach the class during the approved instructor's absence. Notification must take place prior to the class meeting. In cases of emergencies, instructors may notify the Board by telephone prior to the class meeting and then follow with written confirmation within the next three (3) business days. Notification must include the name of the guest instructor and the date the guest instructor will teach. Guest instructors must abide by the same standards established for the approved instructors.

(13) Guest instructors with expertise in particular areas may be used. These guest instructors will be for a short or limited time. An approved instructor must be present at all times. Guest instructors do not require Board approval.

However, the approved instructor is responsible for the guest instructor's conduct.

(14) Bi-annual application fees are set by the Board. Evaluation of each instructor and each assistant instructor for each licensure (minimum of fifteen hours) is \$50.00. Evaluation of each instructor or each assistant instructor for each course or seminar (minimum of two hours) for continuing education is \$25.00.

**Author:** Alabama Real Estate Appraisers Board

**Statutory Authority:** Code of Ala. 1975, §34-27A-11.

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